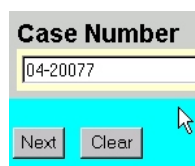


Filing an Addendum.

STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.

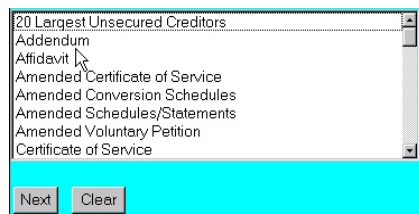


STEP 2 The **Case Number** screen displays.



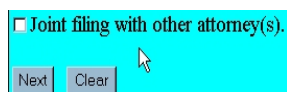
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document being filed** screen displays.



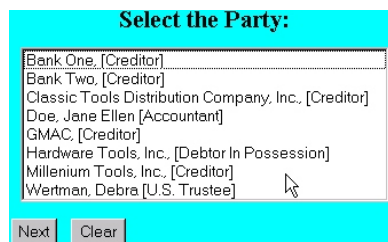
- ◆ Scroll the options to highlight **Addendum**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



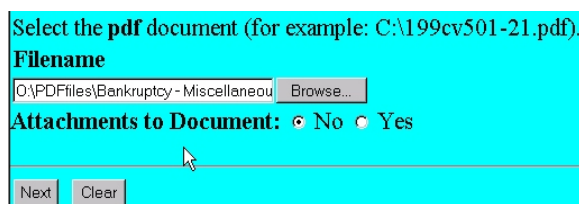
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



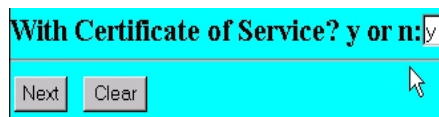
- ◆ Click on the party's name, then click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



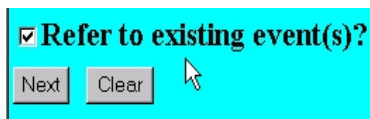
- ◆ Type the path and file name in the blank box, or click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

STEP 7 The **Certificate of Service** screen displays.



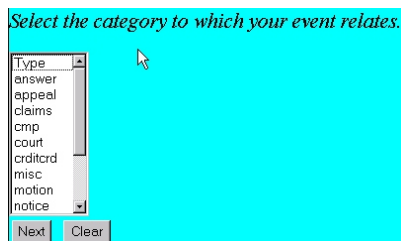
- ◆ Type a lowercase 'y' if your document includes a Certificate of Service; type in a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 8 The **Refer to existing event(s)?** screen displays.



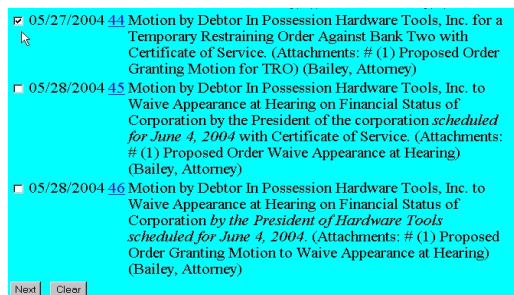
- ◆ Check the box and click on the **Next** button.

STEP 9 The **Select Category** screen displays.



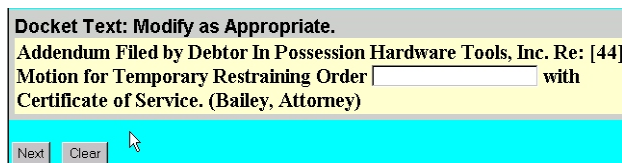
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 10 The screen showing all related documents pertaining to the category chosen in **Step 9** is displayed.



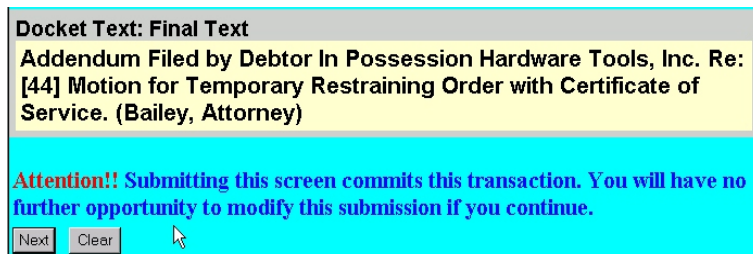
- ◆ Click in the box to the left of the motion(s) to which the **Corrected Image** refers.
- ◆ Click on the **Next** button.

STEP 11 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Insert additional text if appropriate, then click on the **Next** button.

STEP 12 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



Docket Text: Final Text

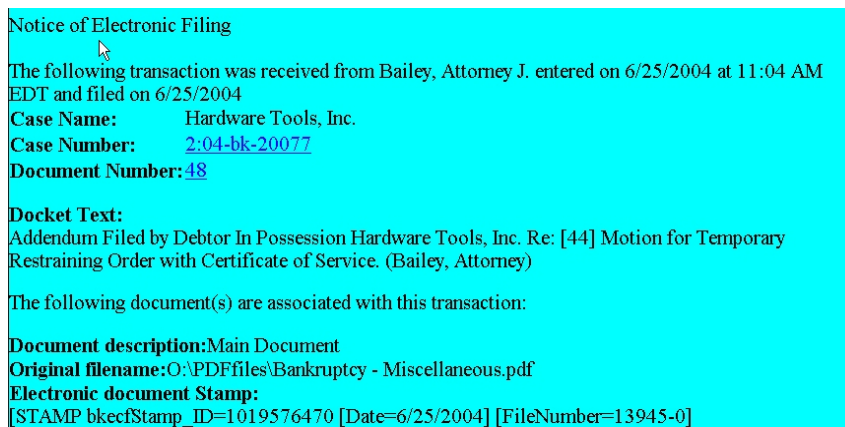
Addendum Filed by Debtor In Possession Hardware Tools, Inc. Re: [44] Motion for Temporary Restraining Order with Certificate of Service. (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.

STEP 13 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 6/25/2004 at 11:04 AM EDT and filed on 6/25/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [48](#)

Docket Text:
Addendum Filed by Debtor In Possession Hardware Tools, Inc. Re: [44] Motion for Temporary Restraining Order with Certificate of Service. (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Miscellaneous.pdf

Electronic document Stamp: [STAMP bkecfStamp_ID=1019576470 [Date=6/25/2004] [FileNumber=13945-0]]